



## **THE ROLE OF THE HEAD OF DEPARTMENT**

### **Teaching and Learning**

- To monitor the quality of teaching and learning in the department and to provide advice and support to departmental members.
- To monitor the progress of students through analysis of assessment data after each assessment period and implement strategies within the department to provide effective interventions as required to support students.
- To be familiar with the work being done by members of the department, to visit classrooms and to look at students' work.
- To liaise with the Head of Individual Learning Department and Head of International Students regarding students with special educational needs or EAL needs.
- To liaise with Form Tutors, Heads of Years and parents as part of a whole school approach to maximising student performance.
- To organise, where appropriate, a programme of educational visits to enhance teaching and learning within the subject area.

### **Strategic direction and development of the subject**

- To determine a suitable choice of syllabus appropriate to the needs of students, in consultation with the Academic Deputy Head.
- To ensure that Schemes of Work exist in all Year groups, and that these are regularly reviewed and updated as appropriate.
- To keep up to date with developments within the subject area and communicate this to departmental staff.
- To liaise, where appropriate, with the St Edward's Preparatory School Subject Coordinator so as to ensure continuity and progression within the subject between Key Stage 2 and Key Stage 3.
- To produce, monitor and review an annual Departmental Development Plan which addresses both relevant whole-school targets and departmental priorities.

### **Leading and managing staff**

- To inspire and enthuse members of the departmental team with a clear vision for the future direction of the subject.
- To undertake regular monitoring and quality assurance checks to ensure the highest standards are being achieved in all aspects of the department's work.
- To lead the department's self-evaluation processes and produce a report for the Academic Deputy Head on an annual basis.
- To ensure that teachers working within the department are aware of and adhere to departmental policy (which reflects school policy).
- To ensure that Schemes of Work are followed by members of the department.

- To monitor the completion of data (e.g. Studies Assessments, examination results, Target and Predicted grades, UCAS predictions etc) entered onto SIMS meets the required deadlines.
- To be involved in the appointment and induction of new staff to the department and to organise a subject mentor for NQTs and PGCE students, where necessary.
- To identify and develop skills of subject teachers, including recommendations for staff Inset.
- To participate in the appraisal of teachers within the department, and agreed follow up action.
- To organise departmental representatives to attend working groups as necessary and be prepared to contribute to whole school policy making as appropriate.
- To attend Heads of Department Meetings (or send a representative).
- To ensure that school policies relating to staff and students are implemented in the department.
- To organise departmental meetings, providing an agenda in advance to subject staff and distribute minutes to the same and to the Academic Deputy Head and Headmistress.
- To report any maintenance or Health and Safety requirements promptly to the Estates Manager or record in the maintenance book located in the School Office, thereby ensuring that within the departmental area, students and staff are able to work in a healthy, safe, clean and tidy environment.
- To ensure that a suitable departmental Health & Safety Policy exists and is followed by members of the department.
- To provide the Examinations Officer with all the information required to facilitate the entry and post-results enquiry processes.
- To produce an examination analysis report after the Summer Public Examination session for the Academic Deputy Head and Headmistress.
- To produce reports for Trustees as and when requested.
- To contribute to the Marketing of the School to aid recruitment as required.

### **Efficient and effective deployment of staff and resources**

- To allocate students to sets where appropriate and to allocate classes, ensuring that, as far as possible, departmental colleagues have the opportunity to teach a cross section of ages and abilities.
- To plan, allocate and monitor the departmental budget, including bidding for extra resources for planned future developments.
- To monitor and keep accurate and up to date stock books.

### **Areas specific to departments**

It is recognised that some Heads of Department will have other responsibilities specific to the department, which should be included after consultation with the Academic Deputy Head.

**To undertake any other duties as reasonably requested by the Headmistress.**

